

**REQUEST FOR APPROVAL OF AN INITIAL OR ADDITIONAL TOUR OF DUTY
OUTSIDE THE CONTINENTAL UNITED STATES****INSTRUCTIONS**

Tour of duty agreements are required only for employees recruited in the continental United States and transferred outside the continental United States under the conditions stated in MP-5, Part I, Chapter 301. Employees requesting an initial tour of duty must also complete VA Form 8207, Agreement for Assignment After Tour(s) of Duty Outside Continental United States, to be forwarded along with this form for approval. This requirement also applies to employees assigned outside the continental United States prior to the revision of MP-5, Part I, Chapter 301 on March 21, 1980, who have not previously completed a VA Form 8207.

Item 1 - Indicate the tour being requested by checking the appropriate block. Employees in Alaska, Hawaii or Puerto Rico completing a "Period of Service" agreement entered into prior to March 21, 1980, will be considered to be requesting an "additional" tour of duty.

Item 2 - For employees in Alaska, Hawaii and Puerto Rico, the initial tour of duty period will be for three (3) years while any additional tour will be for a period of two (2) years. For employees in Manila, the initial tour of duty will be for a period of either two (2) or three (3) years, with a second tour of two (2) or three (3) years not to exceed two consecutive tours and a maximum of five (5) years.

1. I hereby request approval of an ☐ initial ☐ additional tour of duty outside the continental United States to begin on or about

2. It is understood and agreed that this tour of duty will be for a period of _____ years, unless the approving official determines that it is in the best interest of the VA for me to be assigned back to the continental United States prior to the completion of my tour of duty. It is further understood and agreed that, following satisfactory completion of my prescribed tour of duty, I will be assigned back to the continental United States in accordance with current VA policy, unless I have requested and been approved for an additional tour of duty.

NAME AND LOCATION OF VA FACILITY WHERE TOUR OF DUTY WILL BE PERFORMED

SIGNATURE AND TITLE OF EMPLOYEE

DATE SIGNED

SIGNATURE AND TITLE OF VA REPRESENTATIVE

DATE SIGNED

APPROVAL OR DISAPPROVAL OF REQUEST

SIGNATURE OF ADMINISTRATION/STAFF OFFICE HEAD OR DIRECTOR *(As appropriate)*

DATE APPROVED

DATE DISAPPROVED